

DD/A Registry

File Training

DD/A 76-6152

13 DEC 1976

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Chief, Information and Privacy Staff
Chief, Information Systems Analysis Staff

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Component Conducted Training

1. As you are aware the Audit Staff has been conducting an Agency-wide review of Component Conducted Training in response to a request from the Deputy Director of Central Intelligence. As a result of this review within the Directorate of Administration, certain inconsistencies have been found which require interim solution. Regulatory changes will be required but until such permanent changes are made, I would ask that you act as follows:

A. Consult with appropriate Office of Training officials upon the proposed establishment of any new Component Conducted Training course. Similar guidance should be sought prior to the expansion of any existing course.

B. Officially notify in writing the Senior Training Officer (STO)/DDA when such initiations or expansions are effected.

C. Have your training representatives maintain a close working relationship with the STO/DDA with regard to subject training.

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2. We believe that the above actions, coupled with a joint substantive review by the Office of Training and the Senior Training Officer/DDA of your annual report on subject training, will avoid duplication of effort and provide a measure for avoidance of unnecessary training costs.

Signed: John F. Blake

John F. Blake

cc: DTR

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